Kenilworth Town Council

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25 November 2022

NOTICE IS HEREBY GIVEN that a **TOWN COUNCIL MEETING** will be held at **7.00 pm on THURSDAY, 1 December 2022** in the **COUNCIL CHAMBER AT JUBILEE HOUSE** when your attendance is requested.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form to be circulated with the attendance book, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

AGENDA

1. DECLARATIONS OF INTEREST

2. MAYOR'S QUESTIONS

3. PUBLIC QUESTION TIME

   Before the business of the meeting, the public may ask questions in accordance with the following conditions (SO 3.11):

   (1). The total time to be no longer than 20 minutes.

   (2). Electors of the Town of Kenilworth may submit one question relating to the business of Kenilworth Town Council.

   (3). Questions to be submitted to the Mayor at the start of the meeting.

   (4). Any questions not dealt with will stand until the next Council meeting.

   (5). The answer to questions may be verbal by one or more members of Council.

(6). If answers cannot be given, the matter may be investigated and an answer given in writing later.

4. COMMUNICATIONS AND ANNOUNCEMENTS

To receive a written report from the Town Mayor on recent engagements and forthcoming events (**Enclosure 1**).

5. APOLOGIES

6. MEMORIALS AND PETITIONS

7. MINUTES

To receive the Minutes of the Town Council held on 20 October 2022 **(Enclosure 2),**

8. MATTERS ARISING

(1) TOWN ENTRY SIGNAGE (TC.731, 795, 828, 859)

To receive an update on the progress of the replacement signage.

(2) UPDATE ON MEETING FOLLOWING MOTION REGARDING DEVOLVED RESPONSIBILITIES (TC.818, 830, 860)

To receive a verbal update regarding the Meeting held with County and District Senior Officers regarding devolved responsibilities.

(3) RESPONSE FROM WDC TO MOTION REGARDING ABBEY FIELDS POOL(TC.850)

To receive an update regarding the Motion debated and Resolution passed on 8 September 2022 regarding the request to publish a report and plan of action for future summers.

(4) BRAYES BUNGALOW – APPROVAL OF RENTAL ARRANGEMENTS

To APPROVE by RESOLUTION the appointment of an agent to take forward their recommended rental for the property. The selection of agent to be delegated to the Town Clerk and her Deputy.

(5) LETTER FROM HIS ROYAL HIGHNESS KING CHARLES III

To note the communication received in reply to the letter sent by the Mayor, on behalf of the town, to the Private Secretary to the King.

9. STANDING MATTERS

(1). HS2 LTD

A general update report on any relevant aspects of HS2.

(2). UPDATING OF THE TOWN COUNCIL COMMUNITY EMERGENCY PLAN AND FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC.

(i) General Points and Updates.

To receive and discuss any updates.

(ii) Flood Incident Reporting to WDC.

The review of any report(s) rendered or now required under the advisory reporting arrangements requested by WDC.

(3) PROJECT WORKING GROUP

(i) To receive a final written update report on the completion of the BLEF Project from Councillor J Kennedy. (**Enclosure 3)**

(ii) To receive and note an oral update from Councillor J Kennedy on the Wayfinding Project

(4) CYCLING DELIVERY WORKING GROUP

To receive a written report from the Working Group. **(Enclosure 4)**

(5) CLIMATE WORKING GROUP

To receive an oral report.

(6) TOURISM WORKING GROUP

To receive a written report from the Working Group. **(Enclosure 5)**

(7) TOWN CENTRE WORKING GROUP

To receive a written report from the Working Group (**Enclosure 6**).

(8) ABBEY FIELDS MANAGEMENT PLAN

To receive an oral update from Councillor K Dickson.

(9) UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

To receive a written report on the recent work of WDC from Councillor J. Dearing (Copy at **Enclosure 7).**

(10) UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

To receive a written report on the recent work of WCC from Councillor T. Drew. (Copy at **Enclosure 8).**

(11) CIL /WORKING GROUP

To receive an oral update from the CIL Working Group.

(12) PROGRESS REPORT/UPDATE ON KENILWORTH LEISURE CENTRE REDEVELOPMENTS

To receive a report from WDC officers at **Enclosure 9.**

10. NEW MATTERS AND CORRESPONDENCE

(1) POLICY TASK AND FINISH GROUP

To receive and approve by Resolution the following drafted Policies:

(i) Flag Flying Policy (**Enclosure 10**)
(ii) Dignity at Work Policy (**Enclosure 11**)

(2) CIVILITY & RESPECT PLEDGE

To receive and Approve by Resolution a Civility and Respect Pledge.
Details set out for agreement at **Enclosure 12.**

(3) STAFFING

(i) To note that the Deputy Clerk, Mr Neil Eaton retires on 2 December 2022, following 7 years in the role.

(ii) Following an internal recruitment campaign, to Approve by Resolution the promotion of Communications and Administration Officer, Mrs Gemma Hollingsworth to the role of Deputy Clerk, with immediate effect. (From 1st December 2022, Gemma would like to be known as Miss Gemma Honey.)

(ii) To Approve by Resolution the recruitment of an Administration Officer (full time /flexible) to take place as soon as practicable.

(4) UPDATE ON COST OF LIVING RELATED ISSUES AND MEETINGS

To receive an oral report from the Leader of The Council, following his attendance at the Cost Of Living Summit, held by Warwickshire County Council.

(5) REPORT ON ANNUAL GENERAL MEETING OF CITIZENS ADVICE, SOUTH WARWICKSHIRE

To receive a brief oral report from Councillor K Dickson, following her attendance at the Annual General Meeting of Citizens Advice, South Warwickshire.

11. OFFICER'S REPORTS

12. COMMITTEE REPORTS

To receive the Minutes of the English Heritage Liaison meeting held on 13 October 2022 (Copy attached at **Enclosure 13)**

13. STATEMENTS OF EXPENDITURE FOR THE 2022 - 2023 FINANCIAL YEAR

To approve by Resolution, the Statements of Expenditure inclusive of Petty Cash Expenditure, for the month of October (Month 7) including trial balance and income and expenditure breakdown (Copy attached at **Enclosure 14**).

14. NOTICE OF MOTIONS

15. NEXT MEETING

To note that the next Meeting of the Town Council will be held in Jubilee House on **Thursday 12th January 2023** at 7.00pm.